

Quarterly Performance Report Application

I. REGISTRATION INSTRUCTIONS

****If you are currently registered to use the Operations Plan Web Application or Budget Request Web Application, you will not need to request a username and password. Both agency authority and agency user can submit in this application.****

If you are not currently set up, please go to www.form10.alabama.gov and click on the “here” hyperlink to request a User ID.

Provide your first and last name, work phone number (with area code), and work email address. Please provide an email address that is unique to you (no “info@” or “office@”), as this is where your registration verification and other quarterly performance report correspondence will be sent. Select your agency from the dropdown menu. Enter a Username and password. After verifying password and entering any additional comments, please click “Register”. We will then process your registration and send you an email when your account has been created.

Personnel Changes

Agencies are required to notify the Executive Budget Office when staff changes require revocation of authority to use the Quarterly Performance Report, Operations Plan, or Budget Request Applications. As an agency’s staff changes, it is the agency’s responsibility to notify EBO to remove a username for the individual(s) that no longer require access to the above mentioned applications.

II. ONLINE QUARTERLY PERFORMANCE REPORT INSTRUCTIONS

Once you have received your registration verification email, you will be able to login to the system and begin entering your quarterly performance report. Enter your Username and Password and click the “User Login” button.

A. MISSION/VISION/GOALS/OBJECTIVES

After you login, you will be on the Home Page for the application titled QPR Reports. From the dropdown menu, select the Fiscal Year you will be entering data for. Then select your agency from the dropdown box.

Enter your mission and vision in the appropriate fields and click “Save”. Enter Goal and click “Save Goal”. Continue until all goals are entered. Each goal has an “Add Objective” option that allows you to add objectives and targets. Once you enter objective, unit of measure, and targets, you can click “Save Objective”. For each objective, notes can be added by clicking “Add Note”.

After all of the above information is entered, click “Please submit your results”. You can also view your agency report by clicking “View Agency Report”

New fiscal year data must be entered into the system at the same time as Operation Plans. For each fiscal year, the initial entry into the quarterly performance report will be due on or before the Operations Plan submission deadline. ***The system will be locked immediately following the deadline and information will no longer be able to be entered. Multiple fiscal years will be open at once, so please ensure that you are selecting the corresponding fiscal year to the data being input.***

B. ACTUALS

After you login to report actual data, select the Fiscal year you will be entering data for. Then select your agency from the dropdown box. In the top left hand corner, there is a Quarters tab. Click on the Quarters title and select the quarter for which you are entering data. To enter the actual for each objective, click the “Edit” hyperlink, enter data, and click “Update”. You may also add notes at this point by clicking “Add Note”. Make sure you reference which quarter in the note so that you can decipher the timing in the agency review. Once you have completed all of the fields, click “Please submit your results”.

At the end of each fiscal year, agencies have until the last business day of October to report Quarter 4 and Annual actual information in the system.

Agencies have until the last business day of the month following the end of the quarter to report actual data relating to that quarter.

These deadlines are firm. The system will be locked immediately following the deadline and information will no longer be able to be entered. Multiple fiscal years will be open at once, so please ensure that you are selecting the corresponding fiscal year to the data being input.